



# **Rhode Island Medical Assistance Pharmacy and Therapeutics Committee By-Laws**

November 2006  
Revised December 2007

## **ARTICLE I – NAME**

The name of the organization shall be the Rhode Island Medical Assistance Pharmacy and Therapeutics Committee (hereinafter referred to as the “P & T Committee” or “Committee”) serving the The Rhode Island Department of Human Services (DHS.)

## **ARTICLE II – PURPOSE**

The P & T Committee is established to serve the Rhode Island Department of Human Services in an advisory capacity for the purpose of developing and maintaining a Preferred Drug list (PDL) for the Rhode Island Medical Assistance Program.

## **ARTICLE III – MEMBERSHIP**

### **Section I – Membership Appointments**

All appointments to membership shall be made by the Deputy Director, Division of Health Care, Quality, Financing and Purchasing of the RI Department of Human Services.

### **Section II – Size and Representation of Membership**

The P&T Committee shall be composed of at least eight and not more than fifteen members and include practicing pharmacists and physicians, faculty members of the University of Rhode Island College of Pharmacy, and consumers or consumer representatives.

### Section III – Terms of Membership

Appointments shall be made for a term of three years and reappointments and new appointments shall be made by the Deputy Director.

### Section IV – Conflicts of Interest

The Committee members will be required to submit conflicts of interest disclosure statements and will have an ongoing duty to disclose any conflicts of interest to the Committee Chairperson and DHS. Disclosure statements shall be completed annually.

### Section V – Confidentiality

The Committee members will be required to keep confidential all pricing, proprietary and related information which is disclosed regarding the PDL. The Committee members shall sign a confidentiality agreement. Upon receipt of the drug monograph materials, members of the Committee will refrain from interaction with pharmaceutical manufacturers until after the conclusion of the meeting in which materials are presented.

### Section VI – Resignations

A member of the Committee may resign by submitting in writing notice to the Committee Chairperson. The Chairperson may resign by submitting written notice to the Deputy Director of DHS.

### Section VII – Removal

Any member of the Committee may be removed by the Deputy Director for good cause. Good cause shall include, but not limited to the following:

- A. Non-attendance – Three consecutive absences from scheduled meetings shall constitute a resignation.
- B. Wrong doing or misconduct while a member of the Committee.

### Section VIII – Vacancies

A vacancy on the Committee must be filled in the same manner as original appointment.

### Section IX – Compensation

Committee members shall be compensated for meetings attended.

## **ARTICLE IV – OFFICERS**

### **Section I – Chairperson/ Vice-Chairperson**

The officers of the Committee shall be a Chairperson and a Vice-Chairperson elected by a majority vote of the Committee members.

### **Section II – Term of Office**

Elected offices shall be a term of one year. Elected offices may succeed themselves for two additional one-year terms.

### **Section II – Duties of Officers**

The Chairperson shall preside over Committee meetings and will confer with DHS on agenda items in advance of each meeting.

The Vice-Chairperson shall assume the duties of the Chairperson in her/his absence.

## **ARTICLE V – MEETINGS**

A notice of meetings, along with the agenda, will be published on the DHS and the Secretary of State websites 48 hours prior to the meeting.

Meetings will be held at least quarterly and may meet at other times at the discretion of DHS or the Chairperson. Meetings are open to the public.

Executive sessions in which confidential information will be discussed shall be closed to the public as described in Title 42, State Affairs and Government, Chapter 42, section 42-46-5.

The meetings will be tape recorded. Teleconferencing attendance by a Committee Member is permitted in accordance with the by-laws.

Attendance at the meetings is limited to the capacity of the room. Those attendees that require any special services are to notify DHS 48 hours in advance.

## **ARTICLE VI – QUORUM**

A simple majority of the membership of the P&T Committee will constitute a quorum. If a quorum is not available at the meeting location, a quorum can be established by teleconference. Teleconferencing is not to take the place of physical attendance at a meeting. Attendance of a member at three consecutive meetings by

teleconference may constitute a basis for recommending removal pursuant to Article III section VII.

## **ARTICLE VII – PUBLIC COMMENT**

Public comments will be allowed but will be constrained by time and capacity of the room. Registration for comment must be made prior to the start of the P & T meeting. Comments shall be limited to the discussion at hand and should not include any personal health information. Speakers will be asked on behalf of whom they are speaking, if they are receiving any compensation for speaking at the meeting and if they have ever received any reimbursement from the entity they are representing. One speaker per company, group or organization or manufacturer, will be permitted to speak. Each speaker will be limited to four (4) minutes and any extension passed the time constraints is at the discretion of the Chairperson. Comments from speakers must be submitted in writing and be limited to two (2) single sided, double spaced pages using a font of 12 or larger. Speakers should bring 16 copies for distribution. No audio or visual presentation will be allowed. Questioning after the speakers presentation by the committee will be permitted at the discretion of the chairperson.

## **ARTICLE VIII – SUBMISSION OF CLINICAL INFORMATION**

Submission to the P & T of relevant clinical materials to be reviewed at the upcoming P & T meeting can be submitted as instructed on the DHS website. This information should be limited to clinical information that would distinguish the product from others within its therapeutic class. Materials must be submitted by email no later than 12 noon on the 10<sup>th</sup> business day prior to the meeting. Any information submitted via other mechanisms or for medications not under review at the upcoming P & T will not be reviewed and will be destroyed..

## **ARTICLE IX – AMENDMENTS OF BY-LAWS**

Recommendation of amendment(s) to the by-laws may be made at any meeting of the Committee by a vote of two-thirds of the members present, provided that written notice of the proposed amendment(s) is made available to DHS and the members at least 10 (ten) business days prior to the meeting. These recommendations will then be submitted to DHS for final approval.